

AMERICAN SOCIETY OF HIGHWAY ENGINEERS
GUIDELINES FOR
GRANTING CONTINUING EDUCATION UNITS

ASHE is an Authorized CEU Sponsor (#201262) accredited by The International Association for Continuing Education and Training, IACET.

Any Section/Region of ASHE can issue CEU credit hours recognized by IACET, provided that the credits are issued through a training course that follows IACET requirements as noted below:

- The course must be publicized to members, with a notice that includes course content and the number of CEU's to be earned.
- The course must last at least one full hour. No partial credits can be issued for courses less than (60) minutes. A one-hour course with no breaks qualifies for 0.1 CEU's (1 PDH)
- The course content must be approved by the Section/Regional Board and must meet content requirements of ASHE and IACET.
- The attendees must complete a Course Completion Form, (*copy found in the Operating Manual*) stating a minimum of four outcomes learned through course participation and an evaluation of course materials, instructors, presentations, and facilities.
- The Section/Region must provide each attendee, who successfully completes all course requirements, with a Certificate of Training, stating the course name, date, sponsoring Section/Region, attendee name, course location, and number of CEU's issued.
- The Section/Region must keep all course records for a period of seven years.
- The Section/Region must report all CEU credits issued to the National Secretary by December 20 of the year they are issued. National must keep these records for a minimum of seven years.

Please note that 1 CEU equals ten hours of training, not counting the breaks.

CEU Credit Transcript Form may be found in the Appendix.

Additional data and information may be obtained by contacting ASHE National.